

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
1221/1278 (954) **P**

July 21, 2006

EMS
Instruction Memorandum No. ID-2006-061
Expires: 09/30/2007

To: All Employees

From: Acting State Director

Subject: Codes for Posting Directives to the Internet/Intranet

Program Area: Directives Management and Freedom of Information Act (FOIA)/Privacy Act

Purpose: This Instruction Memorandum (IM) provides guidelines and definitions for access codes as they relate to all BLM directives. These codes determine whether BLM directives will be posted exclusively to the Intranet or to both the Intranet and the Internet. These access codes apply only to the BLM directives and should not to be confused with the Records Access Categories defined in the BLM Manual 1278.

Policy/Action: This IM reiterates the guidelines associated with access codes as they relate specifically to BLM - Idaho directives.

P = Public - Full public access.

“**P**” is used when the content of the directive is a policy or practice that directly affects a member of the public and when no information contained in the directive is prohibited from release under the FOIA. Directives with a “**P**” access code must be posted on both the Intranet and Internet.

I = Internal - Accessed by BLM staff only and may require a FOIA request for public access.

“**I**” is used when (1) the content of the directive contains any information that is prohibited from release without review under the FOIA, and/or (2) when the content is strictly internal BLM policy or practices that do not affect the public. Directives with an access code of “**I**” will be posted to the Intranet only.

R = Restricted - Access limited to specific BLM staff.

“**R**” is used when the content of the directive is administratively sensitive and viewing is restricted to limited BLM staff having “a need to know”. Directives with an “**R**” access code must not be posted to either the Internet or the Intranet websites.

It is the responsibility of the author of the directive to assign the correct access code. If assistance is needed, contact the State Records Administrator, State FOIA/PA Coordinator, or the local Records Manager/ FOIA Coordinator.

On temporary directives (IBs or IMs), the access code will follow the subject code and office code, as shown in the example below:

In Reply Refer To:
1278 (954) **P**

On permanent directives (Idaho Manual Supplement or Handbook, and Transmittal Sheet Form 1221-1), the access code will be added to the title line, as follows:

1400-630 – ABSENCE AND LEAVE – (Internal)

The heading (to include the Access level) must be printed on the center top of every page of the BLM Manual Supplement/Handbook.

Timeframe: These guidelines continue to be effective. The access codes must be assigned to all directives as they are created. Directives should be posted to appropriate websites within five working days from issuance.

Background: The FOIA (5 USC §552(a)(2)(C)) states that agencies must make available to the public “*administrative staff manuals and instructions to staff that affect a member of the public.*” BLM meets this requirement by posting certain directives (both temporary and permanent) to Electronic Reading Rooms on our external (public) website. Directives requiring access codes include IBs, IMs, BLM Manuals, Supplements, and Handbooks.

Manual/Handbook Sections Affected: All current, existing Manuals and Handbooks are affected to the extent that they must be given an access code according to the guidance in this IM.

Coordination: This IM was coordinated with Mike Candelaria, Chief Information Officer; Gloria Van Noy, State Records Administrator; Linda Perkins, State FOIA Coordinator; and Janice Firth, State Records Manager.

Contact: Questions concerning this IM should be directed to the State Records Administrator at (208) 373-3946.

Boise District with Union: No Union notification or negotiation is required.

Signed
Lewis M. Brown
for Bud C. Cribley

Authenticated
Shellie Hartsock
Administrative Specialist